



Governor Terry E. Branstad  
Lt. Governor Kim Reynolds  
San Wong, Director

Criminal Justice Information System (CJIS) Advisory Committee  
Minutes of **Electronic meeting**  
**Thursday, September 10, 2015**  
Origination site: Lucas State Office Building,  
321 E. 12<sup>th</sup> Street, Room 208,  
Des Moines, Iowa

**Present:** Mark Headlee, Acting Chair; Jennifer Guild for Jerry Bartruff; Paul Fitzgerald; Josh Halterman; Mike McKelvey; Julie Miller; Chari Paulson; Darin Raymond; Tim Ross

**Staff:** Steve Michael, CJP Administrator; Julie Rinker; Will Rubel; Dave Schmitz

**Others:** Mike Anderson, Tammi Blackstone; Jim Pingel, URL; Shari Smith, Alice Wisner

**Roll Call:**

Steve Michael welcomed those in attendance at 11:00 a.m. Roll call was taken. A quorum was present.

**Introduction of Tammi Blackstone, new CJIS Coordinator**

Steve Michael introduced Tammi Blackstone, the new CJIS Coordinator. Blackstone reviewed her education and employment credentials. Her official start date is tomorrow, September 11.

**Opening Remarks**

Mark Headlee, Acting Chair, welcomed everyone in attendance.

**Approval of Minutes Mark Headlee, Acting Chair**

Darin Raymond moved to approve the minutes from the June 11<sup>th</sup> meeting, seconded by Chari Paulson. The motion was unanimously approved.

**CJIS Status Report:**

**1. Status of Current Budget**

Steve Michael reviewed the status of the FY16 CJIS budget. A balance of \$865,804 remains and will be carried over to next fiscal year. He reviewed anticipated appropriations and expenditures through SFY17. A carryover balance is forecasted to be \$365,804 at the end of FY17.

**2. Review of Exchange Migrations to new ESB**

Dave Schmitz reported that the exchange migrations are approximately 80% complete. An extension was granted by OCIO to complete migrations prior to the old system being taken offline. Schmitz anticipated the project would be 90% complete by the end of the day.

### **3. Progress of EDMS Exchanges**

Jim Pingel, URL, reported that all county attorney EDMS exchanges have been completed.

### **4. Update on Proposed new MOU between Governor and Chief Justice**

Headlee reported that there has been no change in the status of the current MOU. He will schedule an appointment with David Boyd regarding the matter and provide details at the next meeting.

### **5. New 11g monitoring tools for CJIS partners**

No update.

### **6. Update on disaster recovery site**

Schmitz reported that although he has not received a recent update from Zirous, the system will allow for disaster recovery. The equipment has not yet been physically relocated to the site. Chari Paulson reported that a lightning strike interrupted power and the matter has been resolved. Once DPS equipment is set up, the disaster recovery equipment will be relocated.

### **7. CJIS Advisory Committee members' terms**

Michael noted that the existing MOU lists how members are appointed to the committee. He and Blackstone will review membership and terms to insure compliance with the intent of the MOU. Any term expiration issues will go through the reappointment process via the appropriate individuals or associations.

## **Discussion Items:**

### **1. Proposed new exchanges in next fiscal year**

This item was discussed under CJIS Exchange Update.

### **2. Other**

## **CJIS Exchange Update**

Pingel reported the following:

- The focus has been on migration to the new bus and EDMS exchanges to the county attorneys.
- Disposition matching between the courts and the criminal history repository at DPS is on pace.
- The juvenile delinquency petition exchange—need to see where the courts are on the development side. Polk County has a temporary solution in place for petitions. Headlee indicated that they needed to coordinate operating and project budgets for the next fiscal year and prioritize projects.
- Discussions have been held with the Attorney General's Office regarding new exchanges for notice of appeal and county attorney areas of prosecution assistance requests. A few other exchanges will be picked up.

Pingel asked for ideas or suggestions for expansions.

Halterman reported that the Des Moines Police Department is interested in an electronic return of service back to the courts. Discussion focused on the need for a new MOU to empower CJIS to go beyond criminal justice information—return of service is a civil matter. Pingel noted that was why juvenile delinquency petitions were under the current MOU, CINA cases are non-criminal.

Sheriff Fitzgerald provided details regarding communication problems related to other agencies serving warrants, fines being paid, and cancellations of warrants.

Darin Raymond thought the matter was a business process issue. He will inquire to see how other counties handle it and report back.

Will Rubel reviewed a \$500,000 EPA-related federal grant opportunity. Discussion encompassed the need for the new MOU and whether the DNR would be interested. No action was taken.

Headlee offered to meet with Ken Bosier and David Boyd regarding the status of the new MOU. Raymond requested a response be shared via email prior to the next meeting.

#### **Other Issues**

**Next Meeting (Tentative): Thursday, December 10, 2015, 11:00am – 12:00pm [Electronic meeting]**

Michael asked if the group would like to hold an in-person meeting in December and extended an invitation to meet in Des Moines for those interested.

#### **Adjourn**

The meeting adjourned at 11:44 a.m.

Respectfully submitted,

Julie Rinker  
Administrative Secretary  
Iowa Department of Human Rights  
Div. of Criminal & Juvenile Justice Planning